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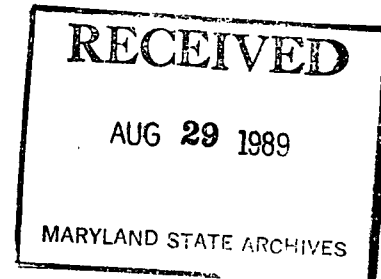
**WORKERS' COMPENSATION COMMISSION**

6 NORTH LIBERTY STREET  
BALTIMORE, MD. 21201-3785

(301) 333-4700

July 21, 1989

Mr. William Taylor  
State Records Administrator  
State Records Management Center  
7275 Waterloo Road (Rte.. 175)  
P.O. Box 275  
Jessup, Maryland 20794-0275



Attention: Marilyn Bentley

Re: Submission of Records Retention and Disposal Schedule  
(See attached inventory & new schedule for "Claims" &  
"Support and all other")

Dear Mr. Taylor:

Schedules 359, 360, 369 and 427 have been superceded by this  
Schedule. We understand your office will provide the new  
Schedule Number.

The following revisions are requested in superceding the above  
Schedules:

Schedule 359

1. Reports File - Item one (1) from 359 is now included in the  
Claims Folder as a new Item one (1). First Reports of Injury  
or Occupational Disease wherein no claim has been filed is  
now a new Item eight (8).
2. Claim Card - Item two (2) was discontinued about 1970 and  
destroyed.
3. Company Folders - Item three (3) - being held in four (4)  
Lectrieviers awaiting resources to microfilm. They become Item  
two (2) in the new Schedule.
4. Notice of Cancellation - Item four (4) is now item ten (10)  
and was discontinued in this form on April 30, 1987 and is  
replaced by Proof of Coverage System (POCS), National Council  
of Compensation Insurance or put on optical file disk and  
then destroyed. Originals (4x6 cards) will be retained until  
microfilmed or put on optical file disk and then destroyed.

5. Endorsements - Item five (5) will become Item three (3) on new Schedule.
6. Joint Election - Item six (6) becomes Item four (4).
7. Code Sheet - Item seven (7) is now Item eleven (11) and is on microfilm and will be retained permanently. Originals were destroyed immediately after microfilmed.
8. Employer Index to Claims - Item eight (8) now becomes Item twelve (12) and is also on microfilm and will be retained permanently. Originals are destroyed immediately after microfilming.
9. Statement of Compensation Paid - Item nine (9) of Schedule included in Claims Folder (Item one [1] in the new Schedule.)
10. Claims Docket - Item ten (10) is now Item eleven (11) and has been replaced by Computerized data. Dockets from 1938-1983 are on microfilm and will be retained permanently. Three cc kept in-house and one sent to Dept. of Lic. & Regss. Updated daily. Retained permanently.
11. Administrative Accounting Records - The portion of Item eleven (11) on pages six (6) and seven (7) have been destroyed.
12. Miscellaneous Accounting Records - on page seven (7), Item twelve (12) has been destroyed. Years retained varied for the records from three (3) to five (5) years or until audited, whichever was later and then destroyed. Certificates of Records Disposal are sent for each group of records as authorized.
13. Master Authorization - Item thirteen (13) becomes Basic Personnel Transaction Form MS 310 and Item twelve (12) in the new Support & All Other Schedule.
14. Leave Records - Item fourteen (14) becomes Item thirteen (13) in the Support and all Other Schedule.
15. Self-Insurer' File - Item fifteen (15) becomes Item six (6) on the new Claims Schedule.
16. Special Account and Second Injury Fund - Item sixteen (16) becomes Item ten (10).
17. Special Account - Item seventeen (17) becomes a part of Item ten (10).
18. Hearing Reporter's Notes - Item eighteen (18) becomes Item five (5) of Claims Schedule.

Mr. William Taylor  
Page -3-

19. Commissioner's Dockets - Item nineteen (19) becomes Item seven (7) in Claims Schedule and titled Commissioners' Docket Sheet.
20. Hearing Reporters Notes - Item twenty (20) become combined with Item five (5) of Claims Schedule.

Schedule 360

1. Claims Folders - Item one (1) was superceded by Schedule 427 which is now superceded by the new Claims Schedule.
- \* 2. Index to Claims - Item two (2) lost in move in 1983.

Schedule 369

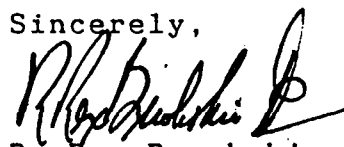
Medical Claims File - Item (1) is now filed in Claims Folder. Item one (1) is new Claims Schedule.

Schedule 427

1. Claims Folders - Item one (1) is now item one (1) of the new Claims Schedule.

Special thanks is extended to Marilyn Bentley of your staff for assisting Mr. Lemonds in preparing the new Schedule. If you need further information, contact me or Jerry Lemonds, Support Administrator 333-4777.

Sincerely,



R. Rex Brookshire  
Director of Administration

cc: J. G. Lemonds,  
Records Mgt.

attachments

RRB/smt

\* permanent item

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1202

PAGE  
NO. Page 1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

Workers' Compensation Commission		Claims
AGENCY		DIVISION
Item No.	Description	Retention
	<p>This schedule supercedes Schedule Nos'. 359, 360, 369 and 427</p> <p>These records series are found in the offices of Worker's Compensation Commission Departments' <u>Claims Folders</u>.</p> <p>1. These records include some, or all of the following:</p> <ul style="list-style-type: none"> <li>A. Notice of Hearing</li> <li>B. Surgeon's Report</li> <li>C. Issue Form</li> <li>D. SIF Form</li> <li>E. Subpoena</li> <li>F. CFA Letter</li> <li>G. Proof of Death</li> <li>H. Proof of Death by Undertaker</li> <li>I. Statement of Compensation Paid</li> <li>J. Employee's Claim Form</li> <li>K. Dependent's Claim - Death Case</li> <li>L. Employer's First Report of Injury or Occupational Disease</li> <li>M. Claim for Medical Services</li> <li>N. Order NISI on claim for medical, surgical, hospital &amp; other like expenses</li> <li>O. Claims deferred</li> <li>P. Award of Compensation</li> <li>Q. MPA-1 Establish date of injury, cause, TT, medical expenses, etc.</li> <li>R. MPA-C-1 Rating Disability</li> <li>S. MPA-C-1A Rating Disability includes W.C.C. Medical Examiner paragraph</li> <li>T. MPA-C-2 Rating on Permanent Partial</li> <li>U. MPA-C-2A Rating on Permanent Partial and W.C.C. Medical Examiner paragraph</li> <li>V. MPA-D When Commission Disallows Claim</li> <li>W. Application for lump sum</li> </ul> <p>(Continued)</p>	<p>Retain for five (5) years then microfilm and destroy originals. Retain microfilm permanently.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

7/21/89

Date

*R. Rex Brookshire*

Signature

Director of  
Administration

Title

*9/10/89 J. Swank*

Date

State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

**SCHEDULE**  
**NO. 1202**

**PAGE**  
**NO. Page 2 of 3**

Item No.	Description	Retention
2.	<p><u>Company Folder - Insurance Records</u> These records include some, or all of the following as to insurance companies:</p> <ul style="list-style-type: none"> <li>A. Name of Company</li> <li>B. Location</li> <li>C. Nature of Business</li> <li>D. Insurance Policies</li> <li>E. Insurance Carrier</li> <li>F. Effective dates of policies</li> </ul>	<p>Microfilm after five (5) years destroy. Destroy originals. Retain microfilm permanently.</p>
3.	<p><u>Endorsements</u> These records indicate any changes in the status of the policy holder or of the policy in effect must be noted in files endorsed by the authorized agent of the insurance carrier.</p>	<p>Retain for five (5) years and then destroy.</p>
4.	<p><u>Joint Election -</u> This form is used by an employer having a policy covering employees engaged in "not extra-hazardous" occupations in conformance with Art. 101 Sec. 31 and 65 of the Annotated and Rules of the Commission.</p>	<p>Retain for three (3) years and then microfilm. Destroy originals and retain microfilm permanently.</p>
5.	<p><u>Stenographic Notes</u> The records are Court Reporters' paper stenographic notes of proceedings of hearings held before Workers' Compensation Commission. Each set of notes is wrapped in cover sheet containing identifying data.</p>	<p>Untranscribed notes-keep for fifteen (15) years, then destroy.</p> <p>Transcribed notes-keep for three (3) years, then destroy.</p>
6.	<p><u>Self-Insurer's File</u> A folder contains the following records:</p> <ul style="list-style-type: none"> <li>A. Application for Self-Insurance D-1;</li> <li>B. Commissions Order to file security bond;</li> <li>C. Surety bond;</li> <li>D. Correspondence;</li> <li>E. Cancellation where submitted</li> <li>F. Annual financial reports, E.E.C. &amp; 10K Reports</li> </ul>	<p>Retain Permanently</p>
7.	<p><u>Commissioner's Docket Sheet</u> A docket sheet is prepared for each case to be heard. These records contain:</p> <ul style="list-style-type: none"> <li>A. Claim number</li> <li>B. Claimants name</li> <li>C. Disposition</li> <li>D. Results</li> <li>E. Location</li> </ul>	<p>Retain for three (3) years and then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

**SCHEDULE  
NO. 1202**

**PAGE  
NO. 3 of 3**

Item No.	Description	Retention
8.	First Reports of Injury, or Occupational Disease (Form SF-1) wherein a claim not filed	Microfilm. Destroy original. Retain microfilm permanently.
9.	Claims Docket - on microfilm from 1938 to 1983. Computerized since 1983. Updated daily. Four (4) copies made - three (3) retained on WCC premises and one (1) copy delivered off-site to State Department of Licensing and Regulation.	Microfilm retained permanently. Computer data updated and retained permanently in revised status.
10.	Notice of Cancellation - Data no longer collected on this form as of May 1, 1987. Now collected by National Council of Compensation Insurance (NCCI) with its Proof of Coverage System (POCS).	Retain cards until microfilmed or put on Optical disk storage. Then will destroy original and retain optical disk file or microfilm permanently.
11.	Code Sheet - microfilm covering from 1938 to 1983. Replaced by Claims Folder. Originals were destroyed immediately after microfilming.	Microfilm. Retain permanently.
12.	Employers Index to Claims - microfilm covers from 1948 through April 30, 1983. Replaced by Claims Folder. Originals were destroyed immediately after microfilming.	Microfilm. Retain permanently.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1202  
AGENCY RECORDS INVENTORY

PAGE 1 OF 22

DEPARTMENT/AGENCY

WCC

2. DIVISION *Case Processing*  
*Central Files*

3. UNIT

*Central Files*

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

*Claims folders*

5. EARLIEST YEAR/LATEST YEAR

*1914 TO Present*

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

*These records include some or all of the following:*

A. Notice of Hearing  
B. Surgeon's Report  
C. Release Form  
D. SIF Form  
E. Subpoena  
F. CFA Letter  
G. Proof of Death  
H. Proof of Death by Undertaker

I. Statement of Compensation Pd  
J. Employees Claim Form  
K. Dependents Claim Form, Death Case  
L. Employer's First Report of Injury or Occupational Disease  
M. Claim for Medical Services  
N. Order NIST  
O. Claims Deferred  
P. Award of Compensation  
Q. MPA-C-1 Rating Disab

R. MPA-C-1A-Rating Dis.  
S. MPA-C-2-Rating PP.

T. MPA-C-2A- " "

U. MPA-1-Estate Rating, etc.

V. MPA-D Disallowance

W. application for lump sum.

7. RECORD SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM  
☒ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL  
☒ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)

9. VOLUME *more than 200,000*

☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☒ OTHER(SPECIFY)  
*80 cu ft / year*

10. ANNUAL ACCUMULATION

☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☒ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER *PERMANENT*  
☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

*MSDE Bldg, Rm 905, 924a*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☒ YES ☐ NO

*Numerical, Name, Soc. Sec. No.*

18. RECOMMENDED RETENTION

*microfilm after five (5) years.  
Permanent Retention of  
microfilm. Destroy Original*

19. NAME AND TITLE OF PREPARER

*J.G. Lemonds*  
J.G. LEMONDS, ADMINISTRATOR  
SUPPORT

20. TELEPHONE NUMBER

*(301) 333-4777*

21. DATE

*7/17/89*

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1202  
AGENCY RECORDS INVENTORY

PAGE 2 OF 2

1. DEPARTMENT/AGENCY

WCC

2. DIVISION

Case Processing

3. UNIT

Claims

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Company folder

5. EARLIEST YEAR/LATEST YEAR

1914 TO 1986

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Insurance cards are records stored in four (4) Lectrivers in Rm 922. The records contain some or all of the following:

A. Name of company

B. Location

C. Nature of Business

D. Insurance Policies

E. Insurance Carrier

F. Effective Dates of policies

now used for reference only approx 10 times/month

7. RECORD SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ SOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☒ OTHER(SPECIFY)

folded 4"x6" card

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL

☒ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER(SPECIFY)

9. VOLUME

1,000,000 approx

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

None ☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

NUMBER ☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

11. FILE IS USED

10X

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Rm 922

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

☐ YES ☒ NO

15. ACCESS RESTRICTIONS

☐ YES

☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☒ YES ☐ NO

alphabetical

18. RECOMMENDED RETENTION

microfilm and destroy originals.  
Retain microfilm permanently.

19. NAME AND TITLE OF PREPARER

J. G. LEMONDS ADMINISTRATOR  
SUPPORT

20. TELEPHONE NUMBER

(301) 333-4777

21. DATE

7/17/89



INSTRUCTIONS--TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORD SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE  
(DOT 380-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1702  
AGENCY RECORDS INVENTORY

PAGE 3 OF 22

1. DEPARTMENT/AGENCY

WCC

2. DIVISION

Case Processing

3. UNIT

Claims

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR  
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Endorsements

5. EARLIEST YEAR/LATEST YEAR

1944 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND  
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

any change in the status of the policy - holder or of the policy  
in effect must be noted in the Commissioner's files. All such  
changes are endorsed by an authorized agent of the insurance  
carrier.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☒ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL  
☒ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
2  
NUMBER

10. ANNUAL ACCUMULATION

4. Annual  
inches  
NUMBER ☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

5  
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Rm 922

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN  
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☒ YES ☐ NO  
Numerical

18. RECOMMENDED RETENTION

Microfilm after five (5) years  
& retain permanently.

19. NAME AND TITLE OF PREPARER

J. G. LEMONDS ADMINISTRATOR  
J. G. LEMONDS SUPPORT

20. TELEPHONE NUMBER

(301) 333-4777

21. DATE

7/17/89

INSTRUCTIONS--TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORD SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE  
(DOT 380-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1202  
AGENCY RECORDS INVENTORY

PAGE 4 OF 22

1. DEPARTMENT/AGENCY

WCC

2. DIVISION

Case Processing

3. UNIT

Claims

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR  
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Spint Election

5. EARLIEST YEAR/LATEST YEAR

1944 to Present

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND  
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This form is used by an employer having a policy covered in  
"not extra-hazardous" occupations. The form is filed in conformance  
with art 101, Secs. 31 & 65 of the annotated Code & rule 23 of  
the Commission. Included in the file are letters from the  
employers giving the names of those persons no longer employed.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☒ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☒ ALPHABETICAL  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
4  
NUMBER

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
1  
NUMBER

11. FILE IS USED

☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

5 MONTH(S) ☒ YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

922

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN  
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

5 years & then microfilm.  
destroy originals.

19. NAME AND TITLE OF PREPARER

J. G. LEMONDS ADMINISTRATOR  
J. G. LEMONDS SUPPORT

20. TELEPHONE NUMBER

(301) 333-4777

21. DATE

7/17/89

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1702 ✓  
AGENCY RECORDS INVENTORY

PAGE 5 OF 22

1. DEPARTMENT/AGENCY  
WORKERS' COMP. COMM.

2. DIVISION SUPPORT  
~~COURT REPORTERS~~

3. UNIT  
COURT REPORTERS

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
STENOGRAPHIC NOTES

5. EARLIEST YEAR/LATEST YEAR  
74 TO Present

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

COURT REPORTERS' PAPER STENOGRAPHIC NOTES OF PROCEEDINGS OF HEARINGS HELD BEFORE WORKERS' COMPENSATION COMMISSION. EACH SET OF NOTES IS WRAPPED IN COVER SHEET CONTAINING IDENTIFYING DATA.

7. RECORD SERIES FORMAT(S)  
☐ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☒ OTHER(SPECIFY)  
8 1/2" x 2 3/4" VARIABLE THICKNESS

8. RECORD SERIES SEQUENCE  
☐ ALPHABETICAL  
☒ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)

9. VOLUME  
274  
NUMBER  
☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
105  
NUMBER  
☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)

11. FILE IS USED  
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
15  
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
10th FLOOR, RM. 1060

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
☐ YES ☒ NO

18. RECOMMENDED RETENTION  
Keep  
15 YEARS FOR UNTRANSCRIBED NOTES  
Then destroy  
3 YEARS FOR TRANSCRIBED NOTES  
Then destroy Keep

19. NAME AND TITLE OF PREPARER  
Barry Noman  
HEARING REPORTER SUPERVISOR

20. TELEPHONE NUMBER  
333-8256

21. DATE  
6/15/89

INSTRUCTIONS--TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORD SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE  
(D 380-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1202  
AGENCY RECORDS INVENTORY

PAGE 6 OF 22

1. DEPARTMENT/AGENCY

WCC

2. DIVISION

Director of Administration

3. UNIT

Self Insurance

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR  
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Self Insurance File

5. EARLIEST YEAR/LATEST YEAR

1914 TO Present

6. RECORD SERIES DESCRIPTION

BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND  
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

upon approval of application and deposit of a surety bond with  
the Commission, a business firm becomes a self-insurer. a folder  
is established for each self-insurer containing the application, commission  
order, surety bond, correspondence, cancellation, annual financial  
reports, SEC & 10K Reports.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM  
☒ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)

5  
NUMBER

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)

3  
NUMBER

lin index

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Suite 1060, 10th Floor MSD Bldg

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN  
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 5 years.

19. NAME AND TITLE OF PREPARED

Administrator

J.G. LEMONDS Support

20. TELEPHONE NUMBER

(301) 333-4777

21. DATE

7/17/89

INSTRUCTIONS--TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORD SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE  
(D-380-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1202  
AGENCY RECORDS INVENTORY

PAGE 2 OF 22

1. DEPARTMENT/AGENCY

WCC

2. DIVISION

Chairman's Office

3. UNIT

Chairman's Secretary

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR  
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Commissioner's Docket Sheet

5. EARLIEST YEAR/LATEST YEAR

1942 TO Present

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND  
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

a docket sheet is prepared for each case to be heard.  
these records contain claim number, claimant's name,  
disposition, results & location

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM  
☒ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL  
☐ NUMERICAL  
☒ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)

9. VOLUME

- 15 Cu ft ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
NUMBER ☐ COMPUTER TAPE(S)  
4 lin ft ☒ OTHER(SPECIFY)

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

940

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN  
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for three (3) years  
& then destroy

19. NAME AND TITLE OF PREPARER

J. G. Lemonds Administrator  
J. G. LEMONDS Support

20. TELEPHONE NUMBER

(301) 333-4777

21. DATE

7/17/89